**2nd International Staff training Week**

**University of Sarajevo**

**International Relations office**

**2ISTW Programme:**

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| **Monday, 15th October 2018** |
| **Location:** Rectorate University of Sarajevo, Obala Kulina bana 7 (2nd floor)**Working language:** English**Topic:** *Meet the City and University of Sarajevo* |
| **Hours:** | **Activities:** |
| 09:30 | Registration of participants |
| 10:00 | **Welcome reception:**- Opening speech- Presentation of the 2ISTW Agenda |
| 10:30 | **This is UNSA**- presentation of the University of Sarajevo, its member institutions, programs and projects, study programmes *International Relations office* |
| 11:00 | **Coffee break + group photo** |
| 11:30 | **And you are…?**- a brief presentation of participants and their institutions, short Power point or Prezi presentation (max 5 slides) or video presentation (max 5 minutes) *Participants* |
| 13:00 | **Lunch** – check the map for recommended nearby places |
| 14:30 | **UNSA Centre for interdisciplinary studies**- presentation of Master programs  |
| 15:00 | **Trip to Mostar**- presentation of the plan and timetable for the trip to Mostar and “Džemal Bijedić” University of Mostar *International Relations office* |
| 15:30 | **Guided tour through Sarajevo**- guided tour of the city of Sarajevo with professional touristic guide (walking tour) |

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| **Tuesday, 16th October, 2018** |
| **Agenda for international partners who are going to Mostar**Location of the meeting: Train station SarajevoTime: 6:30 |
| **Hours** | **Activities** |
| 06:30 | **Meeting of the group at the Train station Sarajevo** |
| 07:07 | **Train departs to Mostar** |
| 09:30 | **Expected arrival to Mostar** and walk toward “Džemal Bijedić” University of Mostar (UNMO) |
| 11:30 | **International Day at UNMO session** |
| 14:30 | **Lunch** |
| 16:00 | **Guided tour through Mostar** |
| 17:04 | **Train departs to Sarajevo** |

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| **Tuesday, 16th October, 2018** |
| **Agenda for local UNSA participants -** **Lokacija:** Rektorat Univerziteta u Sarajevu, Obala Kulina bana 7**Radni jezik:** Bosanski/hrvatski/srpski**Topic:** *Internacionalizacija Univerziteta u Sarajevu (Internationalisation of the University of Sarajevo)* |
| **Sati** | **Aktivnosti** |
| 09:30 | **Registracija učesnika** |
| 10:00 | **Uvodno obraćanje**  |
| 10:15 | **Predstavljanje izvještaja rada iz oblasti međunarodne saradnje Univerziteta u Sarajevu***prof. dr. Aleksandra Nikolić, prorektorica* |
| 10:30 | **Predstavljanje izdanja Službe za međunarodnu saradnju:**- Zbirka uputa za mobilnost- Vodič kroz implementaciju kreditne mobilnosti- Study program exchange- Instrukcije za prijavu na Erasmus+ poziv*Služba za međunarodnu saradnju* |
| 11:00 | **Kafe pauza** |
| 11:30 | **Predstavljanje rada (pod)organizacionih jedinica Univerziteta u Sarajevu iz oblasti međunarodne saradnje s posebnim fokusom na** :- iskustva implementacije međunarodne kreditne mobilnosti (distribucija informacija, raspisivanje konkursa, prijava i nominacija, susreti sa studentima, podrška prilikom odlaska na mobilnost, povratak i priznavanje rezultata)*Prodekani/koordinatori/kontakt osobe*  |
| 12:30 | **Iskustva studenata**- prezentiranje iskustava studenata na međunarodnoj mobilnosti |
| 13:00 | **Kako unaprijediti ponudu za inostrane studente i osoblje?**- otvorena sesija, zaključci |
| 13:30 | **Kraj sesije** |

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| **Wednesday, 17th, October 2018** |
| **Location:** Rectorate University of Sarajevo, Obala Kulina bana 7 (2nd floor)**Working language:** English**Topic:** *Internationalisation@home* |
| **Hours** | **Activities** |
| 10:00 | ***Internationalisation@home***- presenting activities of the central International Relations office of the University of Sarajevo with the focus of incoming and outgoing students and staff*International Relations office* |
| 10:25 | **Student support**- Erasmus Student Network |
| 10:40 | **Student and staff testimonials**- collection of stories, presentations, videos of local and incoming students and staff members |
| 11:00 | Coffee break |
| 11:30 | **Student and staff testimonials**- collection of stories, presentations, videos of local and incoming students and staff members |
| 12:00 | **Successful application and project implementation** - Capacity building project: STINT |
| 12:30 | **Science and Research at the University of Sarajevo**- getting to know the host University's project options (presenting opportunities for cooperation through different funded programs and projects)*Office for Science and Research & Centre for support for projects* |
| 13:00 | **Lunch** – check the map for recommended nearby places |
| 14:30 | **“Know-how”**- presentation of work of the International Relations office at the:1. University of Bologna2. University of Porto |
| 15:00 | **9th Scholarship fair – essential information** - providing needed administrative information about tomorrows event*International Relations office* |
| 15:15 | **End of session** |

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| **Thursday, 18 October 9th  2018 Scholarship fair** |
| **Location:** Rectorate University of Sarajevo, Obala Kulina bana 7 (whole building)**Working language:** Bosnian/Croatian/Serbian + English**Topic:** *Raising awareness of international mobility programs and option* |
| **Hours** | **Activities** |
| 09:00 | **Arrival**- participants arrive and prepare their stand |
| 10:00 | **Opening ceremony of the 9th Scholarship fair**- welcome speech by: prof. dr. Rifat Škrijelj, Rector of the University of Sarajevo- Group photo |
| 13:00 | **Lunch** – will be provided in the Rectorate |
| 16:00 | **End of the 9th Scholarship fair** |

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| **Friday, 19th October 2018** |
| **Cultural activities** |